



Embassy of the United States of America

U.S AMBASSADOR SMALL GRANTS PROGRAM (ASG)

The United States Ambassador's Small Grants program (ASG) provides one-time small grants to community development programs that improve the socio-economic wellbeing and/or health of the community. The ASG Program is designed to support communities' own efforts and initiatives. Funding under the ASG Program is provided by the President's Emergency Plan for AIDS Relief (PEPFAR). Under the ASG, projects must originate in the community, and the community members need to make significant contributions to the project, such as land, labor, funds, materials, ongoing supervision, and other resources. U.S. Mission contributions to any one project ranges from \$3,000 to \$10,000. Smaller requests are also welcome.

FORM C: HUMAN RIGHTS FOR KEY POPULATIONS

Project Selection Criteria

Project proposals selected for funding generally incorporate the following criteria:

- Benefit key populations (i.e. populations mostly affected by HIV/AIDS)
- Involve a significant community contribution in cash, labor, or material
- Benefit a large number of people through innovative, high-impact, quickly implemented activities
- Be related to HIV/AIDS prevention, care and support, education or capacity building
- Be completed within six months and not require additional funds to maintain

The above criteria should be used as a guideline for applicants

Limitations

The ASG Program cannot provide funding for the following:

- Police or military activities
- Cultural activities
- Religious activities (Note: Religious organizations may sponsor or supervise local community activities that serve community needs rather than religious purposes; such activities may be eligible for assistance).
- Salaries.
- Office supplies or other expendable supplies.
- Projects in refugee camps or communities.
- Projects involving pesticides, fungicides or herbicides individually owned businesses or enterprises.

- Used for cost of direct medical treatment.

Acceptable Projects

Projects which may be funded include, but are not limited to, the following:

- Basic education/training programs or workshops in the areas of:
 - Human rights for key -populations
 - Access to services for key populations (including training for health care service providers)
- Legal or protection aid
- Peer outreach involving young people, youth-led organizations, networks of key populations or people living with HIV
- HIV/AIDS-related stigma and discrimination interventions
- Advocacy for the reform of existing laws and institutional practices that violate human rights of key populations
- Assist non-governmental organizations to shape policy agendas or mobilize support for policy reform
- Inform government of public opinion and provide expert advice
- Monitor program or policy implementation
- Enlighten the public about advocacy and reform efforts
- Address accountability and transparency in utilization of domestic and international funding for HIV/AIDS programs

The Application

All requests for funding should be made on the **United States Ambassador's Small Grants Program Application - Form C**. Each question on the application must be completed before the application can be considered for funding. Applications should be submitted by April 30, to be considered for funding in the coming year.

The Agreement

If a project is selected to receive support, the project director designated on the application form will be notified and must sign an agreement with the U.S. Mission Nigeria. This agreement explains the responsibilities of each party. The agreement indicates amount of funds committed for the project in U.S. dollars. The ASG Program cannot provide additional funds to a project after the agreement has been signed. The community organization responsible for the project must have sufficient financial resources to cover any project costs that exceed the amount provided by the agreement. The dollar amount stipulated by the agreement will be converted into Naira before being disbursed to the project director.

Payment

All requests for reimbursement for items already purchased for the project must be accompanied by original receipts for each of the items. Checks are normally issued four to six weeks after a request for an advance or reimbursement has been submitted to the Embassy. Limited advances may be approved for the purchase of project supplies or equipment. In order to receive an advance, the project director must submit pro-forma invoices from their suppliers. Usually, at least three invoices showing competitive prices must be submitted to the Embassy to begin the payment process. Funds remaining in an account after an advance has been approved will not be released until receipts against the advance are submitted to account for any outstanding advances.

Progress Report

Project directors are required to submit photographs and progress reports after the initial disbursement has been made and before the remaining funds will be released. Progress reports should discuss work completed to date, problems

encountered, work remaining and schedule, outstanding anticipated costs, and estimated date of project completion. A final project report and photographs must be provided to the Ambassador either before or in lieu of a commissioning ceremony.

Follow-up

After a project is underway, the Ambassador or his designated representative may wish to attend the commissioning ceremony. Photographs of the project should be submitted to the Embassy to be used in the follow-up report to Washington D.C. Remember that all projects must include plans for acknowledging the U.S. government's support. The community should recognize that Embassy representatives may be interested in visiting the site of a project even several years after the project has been completed. Project directors are asked to prepare a follow-up report for the Ambassador on the one-year anniversary of the completion of the project. This follow-up report should discuss how well the project has succeeded in meeting its goals, any difficulties in sustaining the project that may have been encountered, how the community has been affected by the project, and what the future of the project is.

Please address any enquiries to:

United States Ambassador's Small Grants Program
U.S. Embassy, Abuja
Plot 1075, Diplomatic Drive
Abuja, FCT, Nigeria

Email: PEPFARSG@state.gov
Office Phone: 09-461-4146

Office Hours: Monday through Thursday 7:30 am - 4:30 pm and Friday 7:30 am - 1:30 pm

Submit your grant application to the street address below:

United States Ambassador's Small Grants Program
U.S. Embassy, Abuja
Plot 1075, Diplomatic Drive
Abuja, FCT, Nigeria

The United States Ambassador's Small Grants Program
Application Form C
Programs for Children Orphaned by HIV/AIDS and Other Vulnerable Children

General Information

1. Date of Application

2. Location of Project
(LGA/State)

3a. Type of Project

☐ Yes

3b. Is the project related to
key populations?

☐ No

4. Total Naira Amount
Requested

5. Project Director

Full Name (underline surname):

Mailing Address

Street Address

Telephone:

Fax:

Email:

6. Project Committee Members (use attached list if necessary): Name (underline surname)

Full Name	Address and telephone number

7. Name and address of organization or community sponsoring the project

8. If the community or project director has submitted other project proposals within the past three years to the U.S. Embassy, other embassies or organizations, please answer the following (use extra pages as necessary, circle yes or no as appropriate):

Project Title	Submitted to	Funded?	Amount (Naira)	Completed?
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

Project Information

9. What is the purpose of the project?

10. Briefly describe the project. Include a description of how the project will be managed and who will be responsible for the management. Where will the project get any technical advice or assistance it may require? Who will volunteer to assist in the project, and what are their qualifications? (Attach an additional sheet if necessary.)

- 11 (a) How many people will benefit from this project?

- 11 (b) Did you include your beneficiaries in a needs assessment or in the project planning? Please describe any contacts or meetings you have completed with these beneficiaries or their representatives.

12. What are the social and economic benefits of this project to the community? **How would the project contribute to human rights protection and health for key populations-?**

13. What are the primary economic and social activities of the project beneficiaries?

14. Describe all local contributions to the project, including those of other sponsoring organizations. Do not forget to include contributions of land, labor, materials, cash, or expertise.

15. Has any work been completed on the project? If so, what work has been done?

16. Attach a separate paper with a work plan indicating how the project work will be done and who will be responsible for the work. How long will the work take? When will the project be completed? Include a timeline with the work plan. Remember that projects should take no longer than six months to complete.

17. Will weather or other activities in the community affect the project timeline? How?

18. Attach a detailed budget showing how much each item necessary for the completion of the project will cost. If you have already obtained pro-forma invoices for items as part of your budget planning, attach them as well.

19. How will the project be sustained once the small grants funding stops?

20. Have community leaders or local authorities approved your project? If so, who has approved it and how can they be contacted? Please include addresses and phone numbers where possible.

21. Using a separate sheet, please describe your monitoring plan for the project.

22. Using a separate sheet, please describe the evaluation indicators for the project. What information will be collected? List the indicators of impact or change you will use to assess the achievement of project objectives. Who will participate in the evaluation and when? Who will be interviewed? How will project statistics be collected? Give details of the evaluation plan. Specifically in the case of infections averted – how will that be measured?

23. Attach a list of names, addresses and telephone numbers of individuals or organizations that can be contacted about this project if different from those listed in items 5 and 6. Also attach a list of the names of community members supporting or assisting in this project and their signatures.

24. Attach a detailed description and a map of how to reach the project site from the nearest state capital.

25. Please attach any additional information you may wish to provide, such as letters of recommendation, reports from other completed projects, pro forma invoices, or background information on project participants at the end of this application.

Acknowledgement

I have reviewed the completed application form for funding under the U.S. Ambassador's Small Grants Program. The application is complete, and the answers are true and correct to the best of my knowledge.

(Signature of Project Director)

(Date)